Setting up Certified Staff in Infinite Campus to receive a CIITS Job Category

Note: This QRC provides the basic steps necessary to set up certified staff in Infinite Campus to align them to a job category in CIITS. The job category will be used to determine which evaluation framework a person will receive in CIITS. Note that only certified staff who will be evaluated in CIITS need to be aligned to a job category.

(1) **Verify the person has a valid email address, active District Employment record, and active District Assignment record in a school, in Infinite Campus.**

In the navigation pane (left side of screen), click *Census > People*. Select the *Search* tab if necessary and choose All People from the drop-down. Enter the name of the individual in the search box and click *Go*.

Select the user from the search results. The user information is displayed. Select the Demographics tab and verify the individual's "kyschools.us" email address in the Email field.

Select the District Employment tab; verify the individual has an active (open-ended/future end date) district employment record.
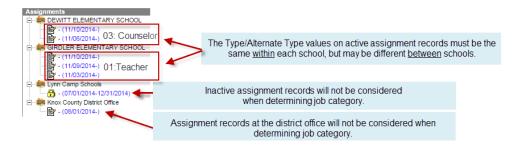
Select the District Assignments tab; verify the person has at least one active (open-ended/future end date) assignment record in a <u>school</u>. Only active assignment record(s) in school(s) will be considered when determining a person's job category.
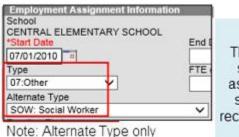
(2) **Verify the Type/Alternate Type on the person's active district assignment record(s).**

The Type/Alternate Type value(s) on a person's <u>active</u> District Assignment records will be used to determine the person's job category.

Click on each of the user's <u>active</u> assignment records to verify that the Type/Alternate Type fields contain the same value <u>within each school</u>. Note that the Type/Alternate Type value <u>between</u> schools may be different.

The Type/Alternate Type values on active assignment records must be the same <u>within</u> each school, but may be different <u>between</u> schools.

Inactive assignment records will not be considered when determining job category.

Assignment records at the district office will not be considered when determining job category.

The Type/Alternate Type values selected on a person's active assignment records must be the same on **all** of the assignment records within a school, but may be different between schools.

Note: Alternate Type only required when Type 07: Other is selected.

The following **Type / Alternate Type** values on the user's district assignment record(s) will be mapped to a job category value.

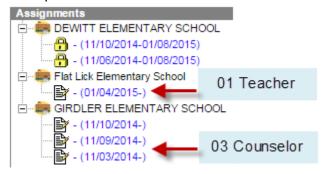| Type	Alt Type	Description	Mapped to Job Category…
01	n/a	Teacher	Teacher
02	n/a	Administrator	School Administrator
03	n/a	Counselor	Guidance Counselor
05	n/a	Speech Therapist	Therapeutic Specialist
06	n/a	Librarian	Library Media Specialist
07	REH	Rehabilitation Counselor	Guidance Counselor
07	SOW	Social Worker	Guidance Counselor
07	PSY	Psychologist	Psychologist
07	OCC	Occupational Therapist	Therapeutic Specialist
07	PHT	Physical Therapist	Therapeutic Specialist
07	REC	Recreation Therapist	Therapeutic Specialist
07	SPT	Speech Therapist	Therapeutic Specialist
07	ISC	School Instructional Specialist/Coach	Instructional Specialist/Coach

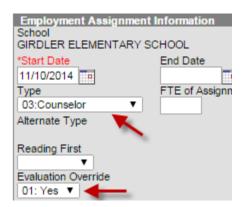*Note: Principal (identified by email) maps to Job Category Principal*

3 Set Evaluation Override (if necessary).

The Evaluation Override will need to be set if the person has different Type/Alternate Type values between schools, such as in the following example:

In this case, set the **Evaluation Override** field to 01: Yes on one of the active assignment records containing the Type/Alternate Type value on which the person should be evaluated. Note that the Evaluation Override only needs to be set on <u>one</u> of the active records containing the Type/Alternate Type value on which the person will be evaluated. Click *Save*.

In this example, if the person should be evaluated as a School Guidance Counselor, the Evaluation Override should be set to 01: Yes on one of the active records containing the 03: Counselor Type value.

4 Verify Setup.

☑ Individual has a valid "kyschools.us" email address entered on the Demographics tab, active District Employment record, and active District Assignment record in at least one school (Step 1).

☑ The **Type / Alternate Type** value on all of the user's active district assignment records contains the same value <u>within each school</u> (Step 2).

☑ If the person has different Type/Alternate Type values <u>between</u> schools, verify the **Evaluation Override** is set to 01: Yes on one of the active assignment records containing the Type/Alternate Type value on which the person should be evaluated (Step 3).

☑ Verify that the Type/Alternate Type value selected on the person's active assignment record(s) (or the Type/Alternate Type that is marked with Evaluation Override) is the one that will be aligned to a job category (see Step 2 for mapping).